

**U.S. Department of State Foreign Affairs Manual Volume 5 Handbook 2  
Telecommunications Handbook**

## **5 FAH-2 H-200 TELEGRAM INFORMATION FOR INFORMATION MANAGEMENT SPECIALISTS (IMS)**

### **5 FAH-2 H-210 OUTGOING TELEGRAMS**

*(CT:TEL-32; 06-25-2012)*

*(Office of Origin: IRM/BMP/GRP/GP)*

*(Updated only to revise Office of Origin and some formatting)*

### **5 FAH-2 H-211 TERMS**

*(TL:TEL-11; 07-19-2004)*

*(Uniform all Agencies)*

- a. Department of State telegrams are record communications between the Department, posts, other agencies, and/or military entities. Telegrams are sometimes referred to as "cables" or "messages."
- b. Format a telegram according to Department and military specifications, specifically the Allied Communications Publication (ACP) 127 format.
- c. Refer to a telegram as "outgoing" if you are sending it from your location to another location.
- d. See 5 FAH-1, Correspondence Handbook, for instructions on how to prepare outgoing telegrams in the Department or at a post abroad.

### **5 FAH-2 H-212 WHAT SUBJECT MATTER CAN GO IN A TELEGRAM?**

*(TL:TEL-11; 07-19-2004)*

*(Uniform all Agencies)*

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Use telegrams to communicate official policies, program activities, human resource matters, and post operations from the Department or from posts abroad. See 5 FAH-1 H-211 for more information on telegrams.

## **5 FAH-2 H-213 WHAT STANDARDS TO USE**

### **5 FAH-2 H-213.1 Margins, Fonts, Points, and Media**

*(TL:TEL-11; 07-19-2004)*  
*(Uniform all Agencies)*

- a. The drafter of an outgoing telegram must use the following standards for telegrams typed on paper or drafted on Microsoft Word:
  - (1) 55-60 characters per horizontal line;
  - (2) 12 point, 10-pitch;
  - (3) Courier or Courier New font;
  - (4) Margins for letter-size paper set to 1.5" top, bottom and right; left margin set to 1"; for A4-sized paper adjust margins accordingly to result in a text area of equivalent size; and
  - (5) A laser printer, if possible, set as required by local procedures.
- b. Whenever possible, drafting officers should send outgoing telegrams to you electronically for processing and transmission according to local procedures. Electronic transmissions prevent the possibility of scanning errors. There are certain exceptions that prohibit electronic transmission. See 5 FAH-2 H-442 and 5 FAH-2 H-443.
- c. An alternative to electronic transmission is for the drafting officer to submit the telegram to you on diskette or paper. You should have local standard operating procedures (SOP) in place that they can follow. You must ensure you follow these local procedures to safeguard the diskette.

### **5 FAH-2 H-213.2 How to Correct Errors**

*(TL:TEL-11; 07-19-2004)*  
*(Uniform all Agencies)*

- a. Once a drafter sends an outgoing telegram electronically, you will not be

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able to correct it if the pseudo-header and formatting were correct. The telegram will process and transmit automatically without your intervention.

- b. If the telegram is listed in an error queue, you can correct any formatting errors and continue processing it. However, if the addressee(s) or text is questionable, you must call the drafter or authorizing official for clarification and correction.
- c. If the drafter notices an error after the telegram was processed and sent, you can send a corrected copy of the telegram containing the drafter's corrections. Refer to your TERP V terminal operator's manual for more information on sending corrections.

## **5 FAH-2 H-213.3 What Characters Cannot Be Used**

*(TL:TEL-11; 07-19-2004)*  
*(Uniform all Agencies)*

Due to the limitations of the various telegraphic processors used in the Department's telegraphic network, drafters must not use the symbols listed below:

(1)	\	back slant;
(2)	{ }	braces;
(3)	[ ]	brackets;
(4)	!	broken vertical bar;
(5)	^	caret;
(6)	¢	cent sign;
(7)	`	grave;
(8)	+	plus sign;
(9)	%	percent sign;
(10)	_	underscore;
(11)	~	tilde;

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(12)	>	greater than; and
(13)	<	less than.

## **5 FAH-2 H-214 BASIC STRUCTURE OF TELEGRAMS**

*(CT:TEL-24; 10-11-2007)*  
*(Uniform all Agencies)*

- a. The basic sections of an outgoing telegram are the pseudo header, telegraphic addresses, and text. See 5 FAH-2 H-200 for more information on the pseudo header format.
- b. Drafters must use full capitals from the first line of the pseudo header through the reference line. Drafters must type the body of the text in sentence case.
- c. Each line must start flush with the left margin and should not exceed 60 characters. For examples of typical outgoing post telegrams, see 5 FAH-2 Exhibit H-214(1) (Paper Submission); 5 FAH-2 Exhibit H-214(2) (Captions and Sensitive); and 5 FAH-2 Exhibit H-214(3) (EXDIS and SPECAT).
- d. See 5 FAH-1 H-210, Correspondence Handbook, for more information on the common elements of outgoing telegrams at post and in the Department.

## **5 FAH-2 H-215 THROUGH H-219 UNASSIGNED**

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**5 FAH-2 EXHIBIT H-214(1)  
OUTGOING POST TELEGRAM: PAPER  
SUBMISSION**

*(CT:TEL-24; 10-11-2007)*

CONFIDENTIAL

PROG 11/01/93

AMB: BFGOODRICH

RSO: FBOWERS

DAO:RWPEPPE, PAO:YPAIK, AID:MPASEK

RSOO DAO PAO AID

ZFF-4

AMEMBASSY SOFIA

SECSTATE WASHDC, NIACT IMMEDIATE

INFO EUROPEAN POLITICAL COLLECTIVE

USOFFICE PRISTINA

APV:

DFT:

CLR:

DEPT FOR EUR ONLY JOHN DOE

E.O. 12958: DECL: 11/1/2003

TAGS: PGOV, KDEM, BU

SUBJECT: SAMPLE OUTGOING TELEGRAM, 5 FAH-2

REF: A) 00 STATE 1285, B) 00 MOSCOW 674 (NOTAL)

CLASSIFIED BY: AMBASSADOR B. GOODRICH; REASON: 1.5 D

1. (U) NIACT precedence requires ensuring immediate delivery to Department principals.
2. (U) All telegrams should be prepared with Courier or Courier New Font 12 point (size), 10 pitch (10 characters per inch).
3. (C) This example is marked classified for exhibit purposes only. This handbook does not contain any classified information.

MINIMIZE CONSIDERED FOR PRISTINA.

FRANKLIN##

MARKED AS CLASSIFIED FOR EXHIBIT PURPOSES ONLY

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**5 FAH-2 EXHIBIT H-214(2)  
OUTGOING POST TELEGRAM: CAPTIONS AND  
SENSITIVE**

*(CT:TEL-24; 10-11-2007)*

UNCLAS EFTO  
PROG 11/01/00  
AMB:DMATTHEWS  
ADM:BFRANKLIN  
RSO:DHARRY  
ADMX RSO

APV:  
DFT:  
CLR:

AMEMBASSY PARIS  
SECSTATE WASHDC, IMMEDIATE  
INFO AMCONSUL STRASBOURG

STADIS

SENSITIVE

NOFORN

STRASBURG FOR CONGEN

E.O. 12958: N/A  
TAGS: APER  
SUBJECT: POST STAFFING PATTERN

1. (SBU/NF) This is a sample outgoing telegram depicting SBU NOFORN format, multiple addressees, captions and the correct placement of approving, drafting and clearing officers in the pseudo header. (This document does not actually contain any information that is SBU NOFORN.)

2. (SBU/NF) This example shows the special handling caption STADIS, which must appear as the first caption, in this case as it is the highest caption of this telegram (see 5 FAH-2 H-252.1-1 for more on handling captions). STADIS must be classified or administratively controlled. STADIS may be used with EXDIS.

MATTHEWS# #

ADMINISTRATIVELY CONTROLLED FOR EXHIBIT PURPOSES ONLY

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**5 FAH-2 EXHIBIT H-214(3)  
OUTGOING POST TELEGRAM: EXDIS AND  
SPECAT**

*(CT:TEL-24; 10-11-2007)*

CONFIDENTIAL SPECAT

PROG 11/01/2000

AMB: DMATTHEWS

APV:

POLAD: CSTONECIPHER

DFT:

1) DCM: LBERNSTEIN, 2) DAO: GBRADLEY, 3) PAO: RWINCHESTER, CLR:  
EXDI

AMEMBASSY PARIS

SECSTATE WASHDC, IMMEDIATE

AMEMBASSY TOKYO, IMMEDIATE

INFO EUROPEAN POLITICAL COLLECTIVE, PRIORITY

USCINCEUR VAIHINGEN GE//CMDR/POLAD/CFT//, PRIORITY

EXDIS

MILITARY ADDRESSEES TREAT AS SPECAT

E.O. 12958: DECL: END OF START NEGOTIATIONS BUT NO LATER THAN  
03/01/2004

TAGS: PARM, MARR XG

SUBJECT: TALKING POINTS FOR PARIS START TALKS

REF: A) USCINCEUR VAIHINGEN GE DTG 092305Z SEP 96

B) STATE 287540

CLASSIFIED BY: AMBASSADOR DAVE MATTHEWS

REASON(S) 1.4 A AND B

1. (U) This is a sample EXDIS/SPECAT outgoing telegram showing the correct format for SPECAT telegrams, the correct placement of handling instructions and declassification instructions.

SPECAT provides protections equivalent to EXDIS. To further restrict handling and prevent lateral transmission by military addressees, use SPECAT EXCLUSIVE, which provides protections equivalent to NODIS.

UNCLASSIFIED (U)

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2. (C) This text is marked Confidential for exhibit purposes only. This handbook contains no classified information.

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**MARKED AS CLASSIFIED FOR EXHIBIT PURPOSES ONLY**

UNCLASSIFIED (U)